

System Administration Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of administering the TechnologyOne Core Enterprise Suite.
Attendees	Attendees are expected to be familiar with TechnologyOne Financial Concepts.
Course Objective	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none"> • Maintaining Core System Configuration
Course Topics	During this course participants will be given the opportunity to learn about: <ul style="list-style-type: none"> • Selection Types and User Fields • System Variables • Server Folders • Chart Maintenance • Ledgers • Processing Groups • Data Entry Elements • Standard Codes • System Addresses • System and Site Profiles • Administering Distributed Processor (DP)
Areas not covered in this course	This course does not include User Management

System Administration Training

Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:15am	Overview
9:15am - 10:15am	System Management <ul style="list-style-type: none"> • Selection Types and Codes • User Fields • System Variables • Server Folders • Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	Chart Maintenance <ul style="list-style-type: none"> • Chart Types and Structure • Chart Accounts • Chart Account Validation • Related Exercises Ledgers <ul style="list-style-type: none"> • Perpetual and Periodic Ledgers • Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	Processing Groups <ul style="list-style-type: none"> • Primary and Subsidiary Ledgers • Disbursements • Related Exercises Data Entry Elements <ul style="list-style-type: none"> • Document Types and Registers • Calendars • Item Codes • Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:30pm	Data Entry Elements <ul style="list-style-type: none"> • Formats System Management <ul style="list-style-type: none"> • Standard Codes • System Addresses • System and Site Profiles • Unload/Reload Function • Related Exercises Distributed Processor

User Management Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of User Management within the TechnologyOne Core Enterprise Suite.
Attendees	Attendees are expected to be familiar with TechnologyOne System Administration.
Course Objective	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none"> Managing User and System Access
Course Topics	During this course participants will be given the opportunity to learn about: <ul style="list-style-type: none"> Financial Delgations Roles Functions Security Categories Authorisation Codes Parameters - User and Profile Authorisations - Role, User and Profile Profiles User Management
Areas not covered in this course	

User Management Training

Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	User Management <ul style="list-style-type: none"> ● Overview of User Management ● Function Maintenance <ul style="list-style-type: none"> ○ Types of Functions ○ Naming Conventions ○ Creating Functions ● Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	User Management <ul style="list-style-type: none"> ● Roles <ul style="list-style-type: none"> ○ Creating Roles ○ Role Function Access ○ Associated Function Access ○ Workplace Management ● Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	User Management <ul style="list-style-type: none"> ● Financial Delegations ● Authorisation Codes ● Security Categories ● Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:15pm	User Management <ul style="list-style-type: none"> ● Profiles ● Users ● Parameters and Authorisations ● Related Exercises
4:15pm - 4:30pm	End of Day Wrap Up